

DPD-7026-59
18 November 1959

MEMORANDUM FOR: Chief, Administrative Branch, DPD-DD/P

SUBJECT : Functions and Responsibilities - Finance Section

1. Pursuant to your informal request there is stated below the functions and responsibilities of the Finance Section, DPD-DD/P:

The Finance Section is a Comptroller Activity responsible for financial guidance on all phases of DPD operations, including compilation and preparation of annual budget, devising and installing financial systems and processes consistent with Security restrictions and Governmental requirements, compiling and maintaining allocation, obligation, and accounting controls and records, preparation and submission of financial reports, as well as auditing, processing, and certification of vouchers of all types for payment.

2. The above has been briefly stated at your request, however, should you desire more elaboration, please advise.

Comptroller, DPD-DD/P

Dist: 2 - Add

- 1 - CHALICE (Fin-DPD)
- 1 - Reading (Fin-DPD)
- 1 - Chrono ✓

TJD:vh/DPD-Fin/18 Nov 59

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25 YEAR RE-REVIEW